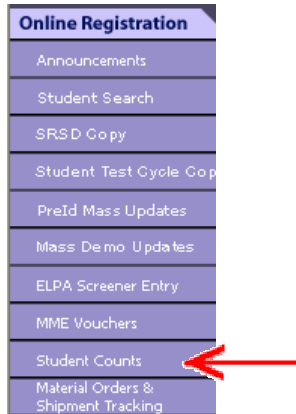


Student Counts

The Student Counts screen is used to gather the number of materials needed by grade level by school in order to accurately print and ship materials to districts.

Step 1

Select **Student Counts** from the menu on the left under the Online Registration tab.



Step 2

Select the upcoming Test Cycle, ISD, District, and School from the drop downs. Click on the **Search** button at the top left to bring up the Student Counts screen.

A screenshot of the 'Student Count' form in a web application. The form has a dark blue header with the title 'Student Count' and a 'Search' button on the right. A red arrow points to the 'Search' button. Below the header, there are four sections: 'Test Cycle' with a dropdown menu showing '[Select]'; 'Entity Information' with a dropdown menu showing '[Select]'; 'District' with a dropdown menu showing '[None]'; and 'School' with a dropdown menu showing '[None]'. At the bottom of the form, there is a section labeled 'Student Count'.

Step 3

If the “**Last Update: (Date) User (Name):**” field is a school or district member, that indicates the student counts have already been entered for the school and you should verify with the user if any changes are needed.

Grade 3							
	Number of Assessment Administrators	Standard Print	Enlarged Print	Braille	Audio CD	Audio Tape	
Participation ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math	<input type="text"/>	<input type="text"/>	N/A	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. ELA	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. ELA
Functional Ind. Math	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Functional Ind. Math

Step 4

Enter counts for the MI-Access Coordinator and Assessment Administrator Manual and MI-Access assessment materials. All assessment materials for each school will be sent to the attention of the District MI-Access Coordinator at the shipping address listed in the MI-Access Online System.

- Enter counts for all Functional Independence assessment administrators and the Primary Assessment Administrator (PAA).
- For Participation and Supported Independence assessments, counts are entered **only** for the PAA. Counts **do not** have to be entered for the Shadow Assessment Administrator (SAA).
- **Do not** enter manual counts for District and School MI-Access Coordinators. Questar Assessment, Inc., the MI-Access contractor, will automatically send a manual for each District and School MI-Access Coordinator.

Click in a box to enter or change the quantity indicated and use the “tab” key to move through the boxes. You do not need to nor should you enter a 0 (zero) in any of the fields.

The use of an accommodated version assessment must be specified in a student’s IEP and should match accommodations used during instruction. All assessment administrator materials are provided when an accommodated version is ordered; you DO NOT need to order a separate standard print assessment when ordering an accommodated version.

Student Counts Search Save Cancel

Test Cycle
Test Cycle
Fall 2008 MI-Access

Entity Information
ISD
Calhoun ISD (13)
District
Olivet Community Schools (23080)
School
Olivet Middle School (6354)

Shipping Destination
(Note: All materials will be shipped to the district.)

Student Counts Last update: User:

MI-Access Coordinator and Assessment Administrator Manual Counts

NOTE: Manual counts must be entered only for Assessment Administrators. The contractor will automatically send a manual for each District and School Coordinator for which student counts have been entered. NOTE: One manual will be produced for 2008 and 2009, which will cover all populations and content area assessments for both the fall and spring assessment windows.

Enter 2008/2009 MI-Access Coordinator and Assessment Administrator Manual counts:

Grade 3							
	Number of Assessment Administrators	Standards Print	Enlarged Print	Braille	Audio CD	Audio Tape	
Participation ELA and Math			N/A	N/A	N/A	N/A	Participation ELA and Math
Supported Ind. ELA and Math			N/A	N/A	N/A	N/A	Supported Ind. ELA and Math
Functional Ind. ELA							Functional Ind. ELA
Functional Ind. Math							Functional Ind. Math

Step 5

Once you have completed your student counts, click on the **SAVE** button at the top right to save your information.

Student Count Search Save Cancel

Test Cycle
Test Cycle
Fall 2008 MEAP Grades 3-9

Entity Information
Shipping Destination Last Up: 5/12/2008 8:06:26 AM User: Tina Foote

ISD
Kent ISD (41)
District
Wyoming Public Schools (4102)
School
Taft Elementary School (4126)

Microsoft Internet Explorer
The student counts information was successfully updated.
OK

Grade 3														
	Admin. Manual	Test Booklets	Braille	Enlarged Print	English Reader Script	English Audio CD	English Audio Tape	English DVD Video	English VHS Video	Arabic Audio CD	Arabic Audio Tape	Arabic DVD Video	Arabic VHS Video	Sp
ELA		1	1	1	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	
Math		11	1	1		1	1	1	1					

If you have successfully completed the Teacher/Student/Manual Counts, you will receive a message that states, "The student counts information was successfully updated." If you encounter problems and do not receive this message, your information has not been saved and you should contact the MI-Access Hotline at 888-382-4246 or send an e-mail message to mi-access@questarai.com.

You can go back into the screen prior to the designated deadline and make any changes or adjustments as needed.

Q & A for Student Counts

- 1. Why do numbers already show as entered on the Student Counts page?**
MI-Access student counts are not pre-populated. Therefore, another user within your district may have already keyed in information. You can determine who keyed in the information by looking at the "Last Update: (Date) User: (Name)" field just above the list of Grade 3 materials.
- 2. Who is responsible for completing the Student Counts screen?**
This can be done at a district or a school level. This is to be determined by the District MI-Access Coordinator, and any questions should be directed to him/her.
- 3. How will Questar know that I am finished entering my counts?**
Unlike the MI-Access Online System, there is no "Submit Counts" button. You simply enter counts and once completed, click on the **SAVE** button at the top right of the screen.
- 4. How do I enter student count numbers when I do not know my enrollment numbers for September?**
Please use your best guess based on enrollment of previous years for each grade level. You will be given an opportunity to order additional materials if needed prior to the assessment.